

# Fire safety and emergency evacuation policy



## Policy Statement

At Tansor Playgroup we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

## Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The Playgroup ensure that we have a copy of the fire safety risk assessment (as supplied by Tansor village hall committee) that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

## *Emergency evacuation procedure*

Our evacuation procedure covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.
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This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

19<sup>th</sup> January 2010

Date to be reviewed

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January 2011

Signed on behalf of the management  
committee

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Faye Betts

Role of signatory (e.g. chair/owner)

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Jt Chair of Playgroup Committee

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